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Monge, Elaine (SCA)

From: pcurtis@chincurtis.com <noreply+c0a2fdc814f89fb9@formstack.com>
Sent: Friday, July 15, 2016 6:24 PM
To: Breaches, Data (SCA)
Subject: Security Breach Notifications

Formstack Submission for form Security Breach Notifications

Submitted at 07/15/16 6:23 PM

Business Name: Chin & Curtis, LLP

Business Address: 75 Federal Street
Boston, MA 02110

Company Type: Other

Your Name: Philip Curtis

Title: Managing Partner

Contact Address: 75 Federal Street
Boston, MA 02110

Telephone Number: (617) 748-5188

Extension:

Email Address: pcurtis@chincurtis.com

Relationship to Org: Owner

Breach Type: Paper

Date Breach was Discovered: 06/02/2016

Number of Massachusetts Residents Affected: 1

Person responsible for data breach.: Current Employee

Please give a detailed explanation of how the data breach occurred.:

We are an immigration law firm and file petitions and applications with USCIS that contain individuals' first and last names and Social Security numbers. Upon approval, we send the employee an original paper copy of the submission. On June 1, 2016 we prepared an H-1B approval package for F. The approval package was sent to her at her office address on June 1, however she had not yet begun working. The approval package contained F's first and last names and her Social Security number. A mailroom employee looked up F in the directory and found another employee with the same name working in Cambridge. The mailroom employee then forwarded the package to the Cambridge employee. The second employee opened the package

and realized that the documents were not hers, notified the company and forwarded the package to human resources.

Please select the type of personal information that was included in the breached data.:

Social Security Numbers = Selection(s)

Please check ALL of the boxes that apply to your breach.:

The person(s) with possession of personal information had authorized access = Selection(s)

For breaches involving paper: A lock or security mechanism was used to physically protect the data.:

N/A

Physical access to systems containing personal information was restricted to authorized personnel only.:

Yes

Network configuration of breached system:

N/A

For breaches involving electronic systems, complete the following:

N/A = Selection(s)

All Massachusetts residents affected by the breach have been notified of the breach.:

Yes

Method(s) used to notify Massachusetts residents affected by the breach (check all that apply)::

US Mail = Selection(s)
Other = Selection(s)

Date notices were first sent to Massachusetts residents (MM/DD/YYYY):

06/07/2016

All Massachusetts residents affected by the breach have offered complimentary credit monitoring services .:

Yes

Law enforcement has been notified of this data breach.:

No

Please describe how your company responded to the breach. Include what changes were made or may be made to prevent another similar breach from occurring.:

Going forward, we will provide approval packets to employees via secure electronic transmission. This will eliminate inadvertently sending an approval package to an employee's work address before he or she has commenced employment. Electronic transmission of approval packets involves uploading the relevant documents from the beneficiary's electronic file to a secure portal which is then accessed by the beneficiary. There is no sending of a paper copy.

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